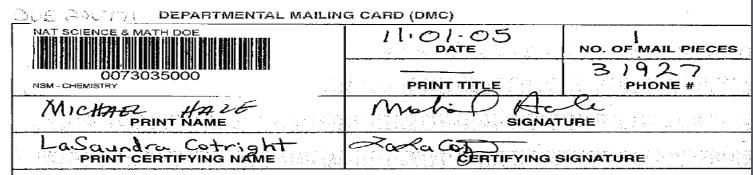
UNIVERISTY OF HOUSTON

DEPARTMENT OF CHEMISTRY
POSTAGE CHARGEBACK
RECONCILIATION

- ► The Department of Chemistry maintains 4 Department Mail Cards (DMC), one for each of the following cost centers:
 - 19168
 - 35000
 - 18324
 - 14002

Postal Services use only



OUTGOING U.S.P.S. MAIL PREPARATION

This card must accompany all outgoing U.S.P.S. mail. The bar coded account number will be charged for all items batched behind this card. A separate DMC must be used for letter mail (#10 envelopes), oversized envelopes and international items.

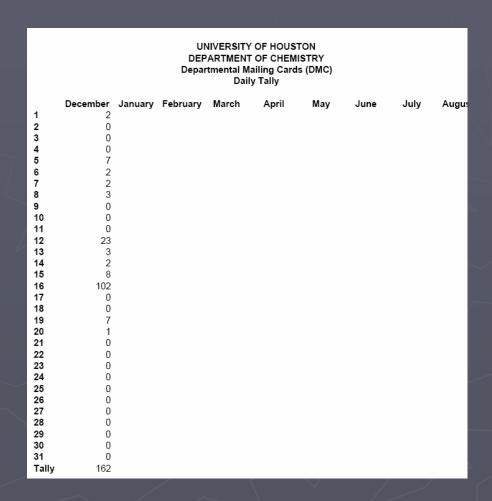
DOMESTIC MAIL—Letter mail will be sent "First Class." No marking required. Larger pieces (over 11 oz.) will be sent "First Class/Priority" unless marked otherwise (Fourth Class, Book or Library Rate). Items weighing over 16 oz. and addressed to a military address require a Customs Declaration form.

INTERNATIONAL MAIL—All mail will be sent "Air" unless marked otherwise. All items weighing 16 oz. or over must have the appropriate Customs Declaration form attached.

CERTIFIED SIGNATURE—Any First Class mailing of \$100 or more must have the prior approval of the department's certified signatory. (Examples: 300+ letter size/#10 envelopes or 150 oversized envelopes)

- ► DEPARTMENTAL MAILING CARD (DMC)
- ► Please note [0073035000] indicates cost center 35000

- ► {DEPARTMENTAL MAIL CARD_DAILY} is an EXCEL Workbook that has been set up to maintain a tally (by cost center) of the no. of mail pieces mailed each day. The workbook is located in the CHEMADMIN FRONTOFFICE folder.
- Enter amount of pieces mailed each day in the correct cost center's sheet.



- Use the university's Printing and Postal Services web site charge backs portal to view postal charge backs for period (month).
- http://www.uh.edu/pp /





Using the postal services report, determine postal charge backs for each cost center. Tip: use the {EDIT} {FIND} command.

September 2005 Postage Chargebacks

Carrier	Class of Dept	Charged			
<u>ID</u>	Service	<u>Pieces</u>	Postage		
Account:	0073018324 - CHEM INCIDENTAL FE				
	1 223 BRM	5	\$1.900		
Account Total:		5	\$1.900		
Account:	0073035000 - NAT SCI & MATH DOE				
Account:	1 5 Priority	5	\$28.510		
	1 6 1CSPiece	7	\$9.720		
	1 7 Express	1	\$21.050		
	1 205 1ozPSL	20	\$7.400		
	1 208 lozBA	15	\$5.550		
	1 211 2ozPSF	3	\$1.800		
	1 212 3ozPSF	2	\$1.660		
	1 214 5ozPSF	2	\$2.580		
	1 236 IPE	13	\$363.000		
Account Total:		68	\$441.270		

➤ Copy each cost center data into the following spreadsheet [FY 06 Postage-Monthly]. Enter the total number of pieces mailed per the Dept Daily Tally. The total number of pieces should have a similar total (per Dept vs. website). Send the file to Elsie Myers.

Sep-05					0 ct-05				
Account:	count: 0073035000 - NAT SCI & MATH DOE				Account:	0073035000 - NAT SCI & MATH DOE			
Account Total:	per PPS website	68	\$441.270		Account Total:	per PPS website	139	\$80.240	
Account Total:	per Daily Tally	41			Account Total:	per Daily Tally	115		
Variance:		27			Variance:		24		

The chargeback's are to be verified per the PS 1074 Verification Report. The posted expense is a month behind, (Oct posts in Nov).

